

LITTLETON JUNIOR FC VENUE DETAILS, EMERGENCY ACTION PLAN & RISK ASSESSMENT ATR WINCHESTER / SIR JOHN MOORE BARRACKS

DETAILS

Address Sir John Moore Barracks, Winchester SO22 6NQ

GPS Coordinates

51.09181, -1.33870

Search map for

Army Training Regiment Winchester

Event Littleton Junior FC Training & Matches

Club Officials

Simon Fletcher, Chairman · 07810182276

Mike Knowles, Club Secretary · 07765250875

Paul Burgess, Vice Chair & Facilities Officer · 07976607126

Richard Wood, Club Welfare Officer · 07921158851

CLUB INSURANCE, POLICIES & PROCEDURES

- ✓ Personal Accident & Public Liability insurance cover
- ✓ Safeguarding children
- ✓ Adults at risk
- ✓ Social media use
- ✓ Use of photography and filming
- ✓ Anti-bullying
- ✓ Code of conduct, including acceptable behaviour
- ✓ Equality, diversity and inclusion
- ✓ Managing challenging behaviour
- ✓ Other(s): e.g. parent/carer consent

EMERGENCY PROCEDURES

Nearest Defibrillators

Medical Centre, Gymnasium, Physio Dept (phone 01962 888251)

Emergency Vehicle Access

Via main gate (see next page)

Air Ambulance Landing

Various spaces on site

Designated Runner

One of two supervising coaches

SAFEGUARDING

Please inform team manager if any player cannot be photographed.

All visitors and players must respect the club's code of conduct.

Spectators must remain behind venue's respect line at all times.

NO DOGS

NO SMOKING / VAPING

NO ALCOHOL

Designated Safeguarding Person Name & Contact Number

Richard Wood, CWO · 07921158851 cwo@littletonjuniorfc.com

PLAYING COLOURS

Shirts

Light blue & white stripes

Shorts & Socks

Light blue

Goalkeepers

Yellow

CALL 999 FROM THE PITCH

ATR WINCHESTER – JOHN MOORE BARRACKS



**CALL THE GUARDBOOM ON 01962 888251
AND TELL THEM AMBULANCE IS ON THE WAY**



ASK FOR DEFIBRILLATOR IF NEEDED



SEND ONE ADULT TO THE NEAREST ROAD

AREA OF RISK	ADDITIONAL RISK IF NOT DONE?	OTHER RISK TO DISABLED PARTICIPANTS?	RISK RATING RED (IMMEDIATE ACTION), AMBER (URGENT), GREEN (BEING DONE)	SOLUTION / MITIGATION	SOLUTION / MITIGATION RAG RATING	REVIEW POST-ACTIVITY AND BY WHOM
Child protection	Yes, failure to follow FA safeguarding rules and guidance will put children at risk.	Depends on disability or impairment. Discuss with participant(s).	● Amber	All coaches DBS checked and complete safeguarding course. Coaching is in open area in view of parents who can stay. Photography permitted only for club, after parental consent.	● Green	Review with club officials and coaches, then share learning.
Drop off / pick up	Parents and guardians would not comply with ATR site access rules.	None	● Green	Parents and guardians sent details of a pick up and drop off arrangements. Leave time between sessions.	● Green	As above.
Pitch condition	Risk of injury or disease.	None	● Amber	Coaches check state of pitch, clear away dog mess, and patch holes. If holes cannot be filled, mark with cones and avoid playing there.	● Green	As above.
Medical plan	Risk of injury or medical emergency.	None	● Amber	At least one coach has first aid training. Coaches have first aid kit, parent/carer contact details, player medical info, emergency action plan (as above). Parents are notified immediately, and accident form completed after any incident.	● Green	Renew First Aid training every two years. Review with players parents, and coaches, then share learning.

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Weather	Risk of injury.	None	● Amber	Coaches check forecast before session, arrive early, and cancel in extreme conditions.	● Green	Review with club officials and coaches, then share learning.
Jewellery	Risk of injury.	None	● Amber	All jewellery must be removed or taped up before a session. Parents/coaches check this.	● Green	As above.
Footwear and shin protecton	Risk of injury.	None	● Green	Children only play if they have appropriate footwear and shinpads. Coaches remind parents to provide these.	● Green	As above.
Dehydration, exhaustion	Risk of medical emergency,	None	● Amber	Players asked to bring full water bottle to each session, and monitored at regular intervals. Provide spare water if needed.	● Green	As above.
Balls	Risk of injury.	None	● Amber	Coaches bring pump/gauge and check balls are correct pressure before session. Ball size is right for age group. Heading strictly controlled according to FA guidelines.	● Green	As above.
Balls kicked into road	Risk of injury.	None	● Amber	Players ask coach to collect ball. Kids told to watch for traffic before crossing road (which has speed limit). Coaches retrieve ball if traffic is heavier than usual.	● Green	As above.
Physical injury	Risk of injury.	None	● Amber	Players warm up/down as needed. Players must tell coach about injuries or medical complaints prior to session.	● Green	As above.
Goalposts	Risk of injury.	None	● Amber	Check goalposts are safe, with no sign of damage or collapse. Do not let anyone climb on them.	● Green	As above.
Lighting (astro)	Risk of injury.	None	● Green	Only coaches turn on lighting.	● Green	As above.

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Risk assessments done for anyone carrying out high-risk roles/tasks	Yes, failure to follow FA guidance especially around first aid provision could put children at unnecessary risk.	Depends on disability or impairment. Discuss with participant(s).	● Amber	Ensure everyone involved in club is aware of its Covid-19 protocols and following FA guidance.	● Green	Review with club officials and coaches, then share learning. » Committee
Covid-19 protocols briefings shared and practised with committee/volunteers	Yes, lack of Covid-19 policy would put children at unnecessary risk.	None	● Amber	Ensure everyone involved in club is aware of its Covid-19 protocols and following FA guidance.	● Green	Review with club officials and coaches, then share learning. » Committee
Covid-19 protocols briefings done with club members	Yes, lack of Covid-19 policy would put children at unnecessary risk.	None	● Amber	Ensure everyone involved in club is aware of its Covid-19 protocols and following FA guidance.	● Green	Review with club officials and coaches, then share learning. » Committee
Participants trained to do self-screen checks before travelling to session	Yes, not doing so would put other players at risk.	None	● Amber	Ensure participants receive guidance on what is required.	● Green	Review with players parents, and coaches, then share learning. » Committee
Coaches trained to check that self-screen checks have been done and were all negative.	Yes, not doing so would put other players at risk.	None	● Amber	Make sure coaches know what is required.	● Green	Review coaches, then share learning. » Committee

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Travel arrangements	Inadequate measures in relation to travel could increase risk of catching Covid-19.	Stricter rules might prevent attendance, but depends on disability or impairment. Discuss with participant(s).	● Green	Follow government and FA guidance on travel. Where necessary, use masks and sanitiser to reduce risk.	● Green	Review with players parents, and coaches, then share learning. » Committee
Drop off/pick up arrangements e.g.: • Accessible parking; • Signage; • Social distancing; • Managing parents.	Yes, having too many people arrive at Littleton Rec at once would compromise player safety.	Depends on disability or impairment. Current restrictions could create additional challenges. Discuss with participant(s).	● Green	Strict arrival and departure times are already in place. Players and parents already distancing.	● Green	Review with players parents, and coaches, then share learning. » Committee
Changing/showers: • Closed – Covid-19; • Arrive already changed.	Unnecessary risk of catching Covid-19.	None	● Green	Players already arriving and departing changed for football.	● Green	Review with players parents, and coaches, then share learning. » Committee
Access to toilets, e.g.: • Supervision; • Hand-washing and/or rub 'washing' facilities; • Paper towels and sealed bins or double-bagged.	Social distancing much harder to maintain.	Depends on disability or impairment. Discuss with participant(s).	● Green	Toilets are subject to distancing restrictions, depending on the venue, and on government and FA guidance.	● Green	Review with players parents, coaches and club, then share learning. » Committee

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Social distancing	Increased risk of Covid-19 spread	Helpers and carers needed for safe-guarding purposes.	● Amber	Ensure everyone involved in the club is aware of its Covid-19 protocols and following FA guidance.	● Green	Review with coaches, then share learning. » Committee
Playing area, e.g.: • Clearly marked to support social distancing	Yes, it would be harder to keep groups to maximum of 30.	None	● Green	Pitch markings in place.	● Green	Review with coaches, then share learning. » Committee
Register of attendance at sessions (to aid NHS Test and Trace if needed)	Yes, we would not be able to trace all people who have come into contact with players.	None	● Amber	Players/parents must confirm participation in training and matches. Coaches must send register of attendance and self-assessment results to club Chairman and CWO after each session or match.	● Green	Review with players and parents, then share learning. » Committee
Players own named, e.g.: • Water bottle; • Hand gel; • Sun cream; • Medication.	Risk of mixing up whose items are whose, potentially leading to sharing of germs.	None	● Green	All players are already bringing their own items and keeping them apart from others.	● Green	Review with players and parents, then share learning. » Committee

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Equipment, e.g.: <ul style="list-style-type: none"> • Cleaning. • Limit sharing. • Hand hygiene. 	Unnecessary risk of catching Covid-19.	None	● Amber	Cleaning and hand sanitising already being done before and after sessions, but now need to clean equipment and encourage hand sanitising during breaks in sessions too.	● Green	Review with coaches, then share learning. » Committee
Planned activity, e.g.: <ul style="list-style-type: none"> • Age-appropriate; • Covid-19 – follow Government Guidance re: group size; • Social distancing. 	Yes, lack of Covid-19 policy would put children at unnecessary risk.	None	● Amber	Ensure everyone involved in club is aware of its Covid-19 protocols and following FA guidance.	● Green	Review with coaches and parents. then share learning. » Committee
Self health check procedure	Yes, lack of Covid-19 policy would put children at unnecessary risk.	None	● Amber	Provide all participants with self-assessment checklist.	● Green	Await new government guidance, share learning if necessary. » Committee
Shouting and spitting	Yes, shouting and spitting can spread germs unnecessarily.	None	● Amber	Discourage shouting. Ban spitting, with the threat of disciplinary action for persistent offenders	● Green	Review with coaches, then share learning. » Committee

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Managing injuries	Yes, their injury is left untreated and possibly deteriorates.	Depends on disability or impairment. Discuss with participant(s).	● Amber	Parent or nominated carer to remain during entire session and administer First Aid under coaches' supervision.	● Green	Review with coaches and parents. then share learning. » Committee
Access to Personal Protective Equipment (PPE) for First Aiders	Yes, lack of PPE could put children at unnecessary risk if they had to be treated for an injury.	None	● Red	Coaches must have necessary PPE before running a session.	● Green	Review with coaches, then share learning. » Committee
Managing someone who becomes symptomatic	Virus would go unchecked and therefore spread faster than usual.	None	● Amber	Keep players separated as much as possible. Invite player to isolate and go home.	● Green	Review with coaches, then share learning. » Committee

RISK ASSESSMENT COMPLETED BY

Mike Knowles, Club Secretary · 07765250875 · secretary@littletonjuniorfc.com
 Simon Fletcher, Chairman · 07810182276 · chairman@littletonjuniorfc.com
 Paul Burgess, Vice Chair & Facilities Officer · 07976607126 · paul@burgeagency.com

Updated Summer 2021